INTERNATIONAL MANAGEMENT & BUSINESS

Get certified and grow your employment prospect & career.

PROGRAM OVERVIEW
This is an International Foundation Program that has been structured to provide you with practical skills, knowledge and commercial awareness with an emphasis on business skills across a wide range of specializations. The knowledge you gain will increase your ability, understanding and competence, and your opportunities to gain a good position at work and appropriate employment.

WHITESTONE SKILLS
“Shape Your World”

Education is the most powerful weapon which you can use to change the world.

Nelson Mandela
INTERNATIONAL MANAGEMENT & BUSINESS

Get certified in the International Management & Business Program.

Learn the International Management & Business Program, and help grow your employment prospect and career.

About this course
This is an International Foundation Program that has been structured to provide you with practical skills, knowledge and commercial awareness with an emphasis on business skills across a wide range of specializations.

The knowledge you gain will increase your ability, understanding and competence, and your opportunities to gain a good position at work and appropriate employment.

Studying this Course gives you the incentive and confidence to proceed to higher level studies with any local or foreign accredited institution at an undergraduate level in Business Administration and Management. Upon completion of this program, you will be able to progress your studies in Business, Economics, Human Resource Management, Leadership, Sales & Marketing, Logistics & Supply Management and Accounting & Finance, you will also be equipped with key skills in communication, providing a valuable advantage in today’s competitive, local and international jobs market.

➢ The content of this Course is provided Tuition Free, with the compliments of Whitestone Skills.
➢ Students are only required to pay 150 US Dollars, for registration, study materials, examinations and as a courier charge to send the students certificates to their respective location upon completion.
➢ This Course contains 10 Modules. Each Module has been specially selected from the most popular specializations in global Business Management and Administration program.
➢ This Course will provide valuable knowledge and understanding across a wide range of management and business specializations.
➢ This Course is intended to encourage you to continue studies with Whitestone Skills’ partner universities in UK, Canada, USA or Asia.
➢ Any of your friends, family, colleagues or others may study the content of this course and any of them may apply to Whitestone Skills to sit an Examination to gain the Certificate.
Course Details

Modules: 10

Time: 2-3 Months (Flexible)

Level: Beginner + Intermediate

Cost: WAS $250USD NOW 150USD

Free Android Phone for every Registered Student

Summary of Major Topics

The International Management & Business Program comprises 10 Modules. Each of the 10 Modules has been specially selected from one of the most popular global Business and Management Programs.

The Course comprises these 10 Modules:

1. Business Management & Administration (Starting a Business, The Business Plan)
2. Business Economics & Commerce (Price, Demand, Revenues and Pricing)
3. Commercial Practice & Law (Law, Legal Systems and Contract Law)
4. Management & Administration (The Functions and Activities of Management)
5. Human Resource Management (Recruitment, Selection, Interviews, Appointments)
6. Leadership & Team Management (Workgroups, Team Building & Team Values)
7. Health & Safety in the Workplace (The Work Environment, Accident Prevention)
8. Sales Management & Marketing (Markets, Marketing, Research, Competition)
10. Accounting & Finance (Interpreting Final Accounts, Break-even Analysis, Audits)

Why Get Certified

Improve your CV
Getting certified shows employers that you have a clear understanding of the foundational concepts of business and management. You can also add the qualification to your CV, and easily upload it to your LinkedIn profile.

Find a job
Becoming certified shows you've got genuine skills, and that you are motivated to learn: two essential qualities in today's business world. Demonstrating these qualities can help improve your chances of finding the job you want.

Grow your career
Improving your knowledge can help you find a job, get promoted, or start a whole new career.

Program Overview

Module 1. Business Management & Administration (Starting a Business)

Introduction: This Program provides expert business skills and knowledge for efficiency, competence and profitability in business, industry and commerce. A business manager or administrator must be proficient in management, finance, accounting, human resource, purchasing, marketing, inventory, computers, communication and more - all of which this Program covers.

This Program trains existing and future managers to run businesses successfully; it is for anyone seeking administrative or managerial posts, running businesses, or who is in a managerial position.
Module 2. Business Economics & Commerce (Price, Demand and Pricing)

**Introduction:** Economics explains about demand, consumer choice, supply, and factors affecting them; it covers production, prices and pricing strategy to help managers successfully guide their enterprises. Commerce focuses on how the business environment works: marketing, transport, distribution, import, export, banking, credit, insurance, profit, turnover, finance and more.

This unique Program is vital for business people and personnel who need to understand and analyse their business environment, and who want to develop profitable, successful organizations.

Module 3. Commercial Practice & Law (Law, Legal Systems, Contract Law)

**Introduction:** It is essential that business people understand laws relating to commercial activity, especially the law of contract and the law of tort. Failure to comply with the law can lead to civil or criminal actions, fines, loss of business or personal possessions, and imprisonment. This Program covers vital topics on legal and ethical conduct and the practice of business.

This Program is for all business people, managers, owners and others who need to understand commerce and the commercial world, the essentials of business law, and their legal responsibilities.

Module 4. Management & Administration (The Functions of Management)

**Introduction:** This Program explains how to become a professional modern manager with the ability to guide others: and how to plan, organise, direct, co-ordinate and control activities so that objectives are achieved efficiently and economically. It teaches how to manage and direct people, departments and organizations, and how to guide teams and provide positive leadership.

This Program provides men and women with the skills needed for good employment, advancement and development in careers which require managerial and administrative knowledge, skills and ability.

Module 5. Human Resource Management (Recruitment & Selection)

**Introduction:** This Program provides supervisors, managers, professionals and executives with the knowledge and training to provide effective leadership and build and manage teams. Having leadership skills is vital for business and career success; this Program covers these matters, as well as motivation, team behaviour and roles, power, development and culture.

This Program is for current and future managers and leaders aiming for successful careers in management, and aiming for promotion and to achieve the respect of colleagues and employers.

Module 6. Leadership & Team Management (Workgroups & Team Building)

**Introduction:** This Program provides supervisors, managers, professionals and executives with the knowledge and training to provide effective leadership and build and manage teams. Having leadership skills is vital for business and career success; this Program covers these matters, as well as motivation, team behaviour and roles, power, development and culture.

This Program is for current and future managers and leaders aiming for successful careers in management, and aiming for promotion and to achieve the respect of colleagues and employers.
Module 7. Health & Safety in the Workplace (The Environment, Accident Prevention)

**Introduction:** This Program explains how to avoid accidents and injuries which affect employees and employers, which can lead to reduced output, investigations and legal costs. It teaches how to identify and manage hazards and risks in many types of workplace, and teaches about accident prevention actions, risk assessment and implementation of health and safety measures.

This Program is for employers, management, supervisors, HR and personnel who need to ensure a safe environment, meet legal responsibility, and develop HR and safety skills for job advancement.

Module 8. Sales Management & Marketing (Markets, Marketing, Research, Competition)

**Introduction:** This Program provides training for success in the vital fields of sales and marketing. It gives detailed, practical knowledge about selling and sales, markets, research, distribution, marketing strategies, advertising, publicity, pricing and more. It also covers sales and marketing management tasks of recruiting, motivating, planning, controlling and organising staff.

The Program is a route to good sales and marketing posts, and is essential for business people, entrepreneurs and managers, and anyone involved in sales, marketing or dealing with customers.


**Logistics, Materials & Supply Chain Management Introduction:** This Program provides knowledge and understanding of logistics and supply chain management. It covers planning, organising and controlling logistics activities, competitive strategies and transport, explaining how to ensure that products are available at the right time and place, in the right condition - profitably, professionally and cost-effectively.

The Program is for anyone involved in logistics, or who desires a good job in logistics or related fields like supply, transport, distribution, materials management, procurement, warehousing and stores.

Module 10. Accounting & Finance (Interpreting Final Accounts, Break-even Analysis, Audit)

**Accounting & Finance in Business & Management Introduction:** This Program teaches how to record financial transactions, interpret accounting data, and prepare accounts; and how to manage costs, working capital, profits, finances and investments. It covers bookkeeping, cost accounting, budgeting, credit, bank accounts, and more; and how to guide colleagues and subordinates, and make wise financial decisions.

The Program is ideal for bookkeepers, accountants, finance and business people aiming for promotion and managerial posts, and for men and women seeking careers in the finance and accounting fields.

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How it works

Complete all 10 modules
Learn new skills with our tutorials, then test your knowledge with a quick quiz.

Take the final exam
Pass the final exam and get certified.

Share your certificate
Showcase your new qualification on LinkedIn and your CV

Success Stories

Over 1,500 people from 35+ countries have already gained this qualification, and are using it to develop and improve their businesses, careers and further their studies.

Daniel Musyoka Kavoi wrote from Kenya: “My Whitestone Skills Diploma gained me entry to University in the UK, and thanks to Whitestone Skills I gained a lot of experience in business and administration."

Hellen Mtambo wrote from Malawi: “I thank Whitestone Skills for the absolutely wonderful training on Business Management & Administration. Whitestone Skills helped me a lot to achieve my goal as an officer in my country. I look forward to furthering my studies in the USA.”
Emmanuel James wrote from Burundi:
“Truly my dream has come true. With my qualification I secured a job in the best bank in Burundi. Thank you for helping me realise my potential in life, and your materials are so unique and easy to understand.”

Karen Kariuki wrote from Kenya:
“I am now a second-year student at University Canada West pursuing Business Economics & Commerce. Studying with Whitestone Skills has given me access to the international business world, confidence, and improved my professional approach - all this I gained after completing the Whitestone Skills program.”

Adzor Felix Kwasi wrote from Ghana:
“Studying with Whitestone Skills offers an unparalleled experience. The Study Materials are of such a high caliber they inspired me to succeed and it is very rewarding. The Whitestone Skills course gives quality, employability and student satisfaction.”

Walubuta Nyimba wrote from Zambia:
“I am delighted to be working as an Assistant Human Resources Officer. It is your institution which made me get this elevation in my career and additional responsibilities and the admiration of my employers. Whitestone Skills wins fame all over the world.”

Lucy Tasha Witne wrote from Papua New Guinea:
“I am now employed as an Administrative Officer in a national hospital. My boss did my performance appraisal and commented that I am now ready for promotion in the Human Resource Department, I have also secured a scholarship to study my degree in The University of Law curtesy of Whitestone Skills.”

Esther Masikara wrote from Botswana:
“Whitestone Skills is the gateway to success! Training with Whitestone Skills bought me knowledge, understanding, skills and many improvements.”
Ferdinand Maramag wrote from Malaysia:
“Your institution is the breeding ground of professionals worldwide. Your teaching method and excellent Study Materials gave me a big edge to get my first job as after high school.”

Egan Kakoma Sapato wrote from Angola:
“I am a student at Webster University, USA. I sincerely dedicate my academic achievement to the best learning institution, Whitestone Skills!”

Brenda Irakoze wrote from Rwanda:
“I very much enjoyed studying the Program, I succeeded in gaining employment as a Personal Assistant with good benefits. Many thanks for your support and for my success!”

Haziz Konde wrote from Tanzania:
“Gaining my Whitestone Skills certificate was a great point in my life. Its distinguished reputation got me my first job with a good pay after high school. Studying with Whitestone Skills you get something of higher value than just money.”

Danny Simfukwe wrote from the Congo:
“Due to my Whitestone Skills studies I have been able to secure a job as I plan to further my studies abroad in one of Whitestone Skills partner universities”

Mohammed Morally wrote from Egypt:
“Thank you for your support, encouragement and enabling me to further my studies in Supply Chain at Concordia University Chicago, USA. My qualification has enhanced my career and gained me better employment. I am forever indebted to Whitestone Skills.”

Nazeel Imran wrote from Canada:
“I thank Whitestone Skills for the knowledge and skills which elevated my career and enabled me to secure a chance at University Canada West where I am currently taking a Bachelor in Logistics while working part time. Whitestone Skills offers high quality education that can change someone’s career and entire life.”
Pexina Chigondo wrote from Zimbabwe:
“When my bosses learnt I had studied with Whitestone Skills, their respect for me increased tremendously, and I have been given more responsibility to operate the Accounting Department for my organization.”

Start today and get certified in the International Business & Management Program.

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WHITESTONE SKILLS

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